



CITY OF NEWPORT, OREGON LIBRARY CLERK

Working under the general direction and supervision of the Supervising Librarian, the Library Clerk performs a variety of clerical work in circulating and processing library materials and providing services to library patrons with specific duties at the circulation and reference desks; does related work as required.

This is a part-time, non-exempt position, with a salary range of \$2,387 - \$3,144 per month. Placement in the salary range will be based on skills, experience, knowledge, education, and training.

DISTINGUISHING FEATURES OF THE CLASSIFICATION: An employee in this classification staffs the circulation and information desks and performs duties within specific library programs.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency **AND** six months related customer service experience.

KNOWLEDGE: Knowledge of libraries and library services, filing systems, and library materials. Strong reading background. Working knowledge of basic office systems, equipment, and procedures.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment. Strong customer service, time management, and organization skills.

ABILITIES: Ability to accurately maintain library data systems; Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to communicate effectively, both orally and in writing, with individual and groups. Ability to honor the confidentiality required of this position, respond to information requests, and find resources on the internet, self-motivated and carry assignments through to completion; process library materials accurately; use interpersonal and customer service skills; read and understand direction; use discretion; and work effectively in a team environment. Physical ability to perform the essential job functions. Ability to work weekends and evenings and be on call as required.

DESIRABLE QUALIFICATIONS:

Knowledge of library practices and procedures, and Internet resources related to library services. Working knowledge of Dewey Decimal Classification system and library automated systems. Associate's degree in Library and Information Science. Spanish language fluency.

SPECIAL REQUIREMENTS:

Valid Oregon Driver's License at time of hire.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to twenty pounds and occasionally lift or move materials up to 100 pounds. Manual dexterity and coordination are required to approximately 60% of the work period to operate equipment such as computers, keyboards, telephones, and standard library/office equipment. Repetitive motions of hands/wrists.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov.
The position will be open until 5:00pm December 5, 2016.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a complete background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.